

VACANCY NOTICE

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Sr. Public Health Promotion Spec	CLASSIFICATION CODE: 02762200
	SALARY RANGE: \$54273 -61158.	REFERENCE POSITION NO.: 01080-10000-00041
	Department or Agency Name BHDDH	APPLICATION PERIOD: 9/20/10 to 9/26/10
	Division/Section/Unit Behavioral Health	GRACE PERIOD ENDS 9/29/2010 4:00pm
	Assignment(s) / Comments	
	Shift and Days: 1st Shift, Monday - Friday	Job Location: Pastore Complex, Cranston
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement	Yes X No
	Name of Bargaining Unit Union: Council 94	
	There is* is not X a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	<div style="border: 1px solid black; padding: 5px; text-align: center;"> E-VERIFY PROGRAM EMPLOYER </div>	
Statement of Duties	DUTIES / RESPONSIBILITIES: To be part of a team responsible for Behavioral Health planning and program development of services for individuals with mental health and/or substance abuse disorders; to participate in grant-writing activities and RFP development for behavioral Health treatment services; to participate in developing and implementing procedures for monitoring and assessing performance of substance abuse treatment and mental health services programs; and to do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Such as may have been gained through: graduation from a college of recognized standing w/ specialization in social work, psychology, public administration or closely related field; and experience such as may have been gained through considerable employment in a responsible position in a public or private agency involving the development of Behavioral Health or related services. Or any combination of ed./exp. that shall be substantially equivalent to the above ed./exp. Must have strong verbal and written communication skills and be computer literate.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. Mail RESUME or CS-14 Application to: Florence Mercurio OHHS Human Resources Service Center Benjamin Rush Bldg., #55 600 New London Avenue Cranston, RI 02920 Telephone: 462-2491 TTY/TDD #: 462-3363 (Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER